

LACS Basics SIG

Internet – email – Basics & Beyond

- Secrets To Sending Large Files
- How To Find Files In Windows 7
- Google Maps and the Smarty Pin Game
- **Break, then 2nd Hour**
 - Basics/ Novice Q & A, Tips
 - Meeting End Topics

10-13-2014

Kim Stocksdales

Sharing Large Files





- Why can't I send Large Files via email?
 - Answer: Because most email services have limits on the size of an email attachment. Generally, videos are too large to be sent via an email attachment.

Mail	Max Attachment Size Limit
Yahoo Mail	25 MB
Gmail	25 MB
Outlook.com	10 MB
AOL	25 MB

Sharing Large Files

➤ Then How can I send Large Files via email?

- Answer: First you upload a large file to your drive in the “cloud.” Then you email someone a link to the file, so they can download the file from the cloud to their PC, phone, etc.

Cloud	Free Amount
Google drive 	15 GB
OneDrive (Microsoft) 	7 GB
Drop Box 	2 GB
We Transfer 	2 GB

https://www.youtube.com/watch?v=p7f3xmg9_i0

Share Large Files via Dropbox



- Basic Users given 2 GB for the free account
- Founded in 2007. One of the first cloud storage services. 200 million+ users.
- Most basic users just manually upload / download files via Dropbox's web application.
 - Advanced users can install a client (i.e. an application on the host computer) on each of the users' computers and drop files into a designated folder on the computer. The file is then automatically uploaded to the Dropbox cloud drive.

Share Large Files via Google Drive

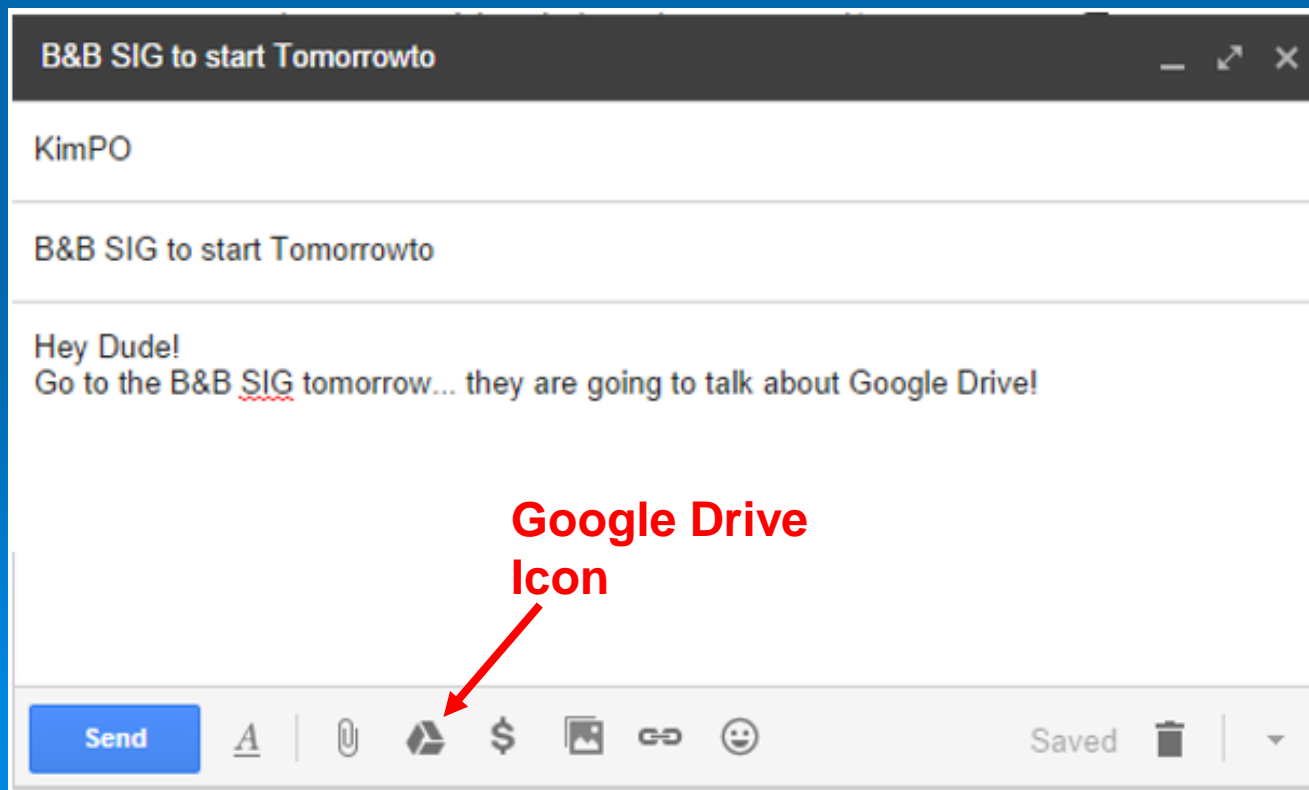


<https://www.youtube.com/watch?v=mpOmuG3HfPo>

- Do I already have Google Drive if I have a Gmail acct?
 - Answer: Yes. So now you can store files in the Google Drive, and access those files from you PC, smartphone, or tablet PC.
- Can I get a free Google Drive if I don't use Gmail?
 - Answer: Yes. Go to drive.google.com. Click "sign-in" and "sign-up."

Share Large Files via Google Drive

- How to access my Google Drive from Gmail?
 - Answer: When composing an email, at the bottom click the Google Drive icon to share a file (via a link) from Google Drive.



Share Large Files via OneDrive

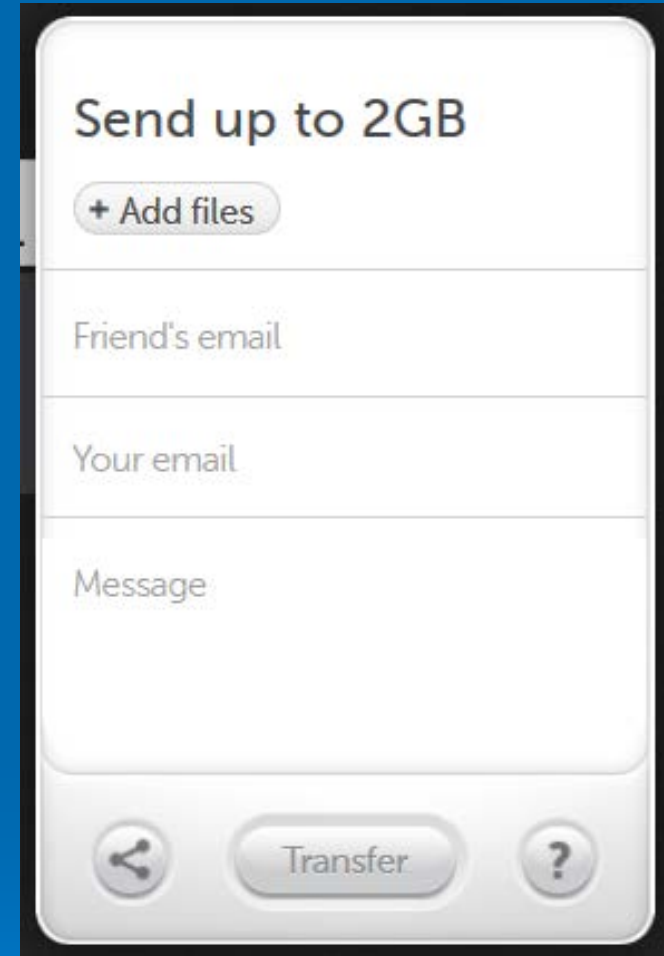


- OneDrive owned by Microsoft. Formerly known as SkyDrive.
 - Renamed to OneDrive after UK legal dispute

https://www.youtube.com/watch?v=qm3sofHm_IU

Share Large Files via We Transfer

- No Account Needed!
- Send up to 2 GB
 - Log on to wetransfer.com
 - Attach file(s)
 - Enter recipient email
 - Enter your email
 - Click the “Transfer” button and the file(s) is uploaded and an email is sent to the recipient and yourself with a link on how to download the file



<https://www.youtube.com/watch?v=A6JTeK7lqf4>
(whole 3:02)

Share Large Files via We Transfer

- After pressing “Transfer” and successfully transferring the files to the We Transfer cloud, then an email is sent to you with info about the transfer similar to

Files successfully sent to
kims787s@gmail.com

As soon as a recipient has downloaded your file, you will receive a confirmation email.

Recipients
kims787s@gmail.com

Files (111 MB total)
P1000158.MOV
Kim+Georgia_1.JPG

Will be deleted on
20 October, 2014

Download link
<http://we.tl/3O0spOFEqM>

Find Files in Windows 7

➤ Easiest way

- 1) Click start button
- 2) Type what you want into the search field

2) Search Field

1) Start Button

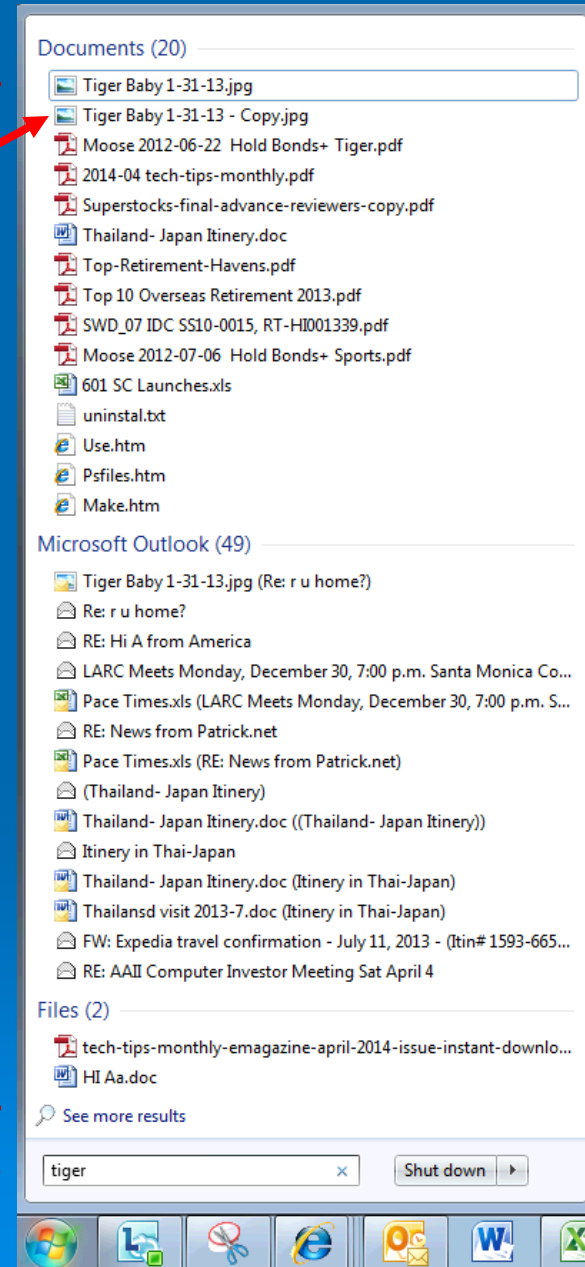


Find Files in Windows 7

3) Left Click a file to open, Rt Click to bring up Contextual Menu

2) Search Results

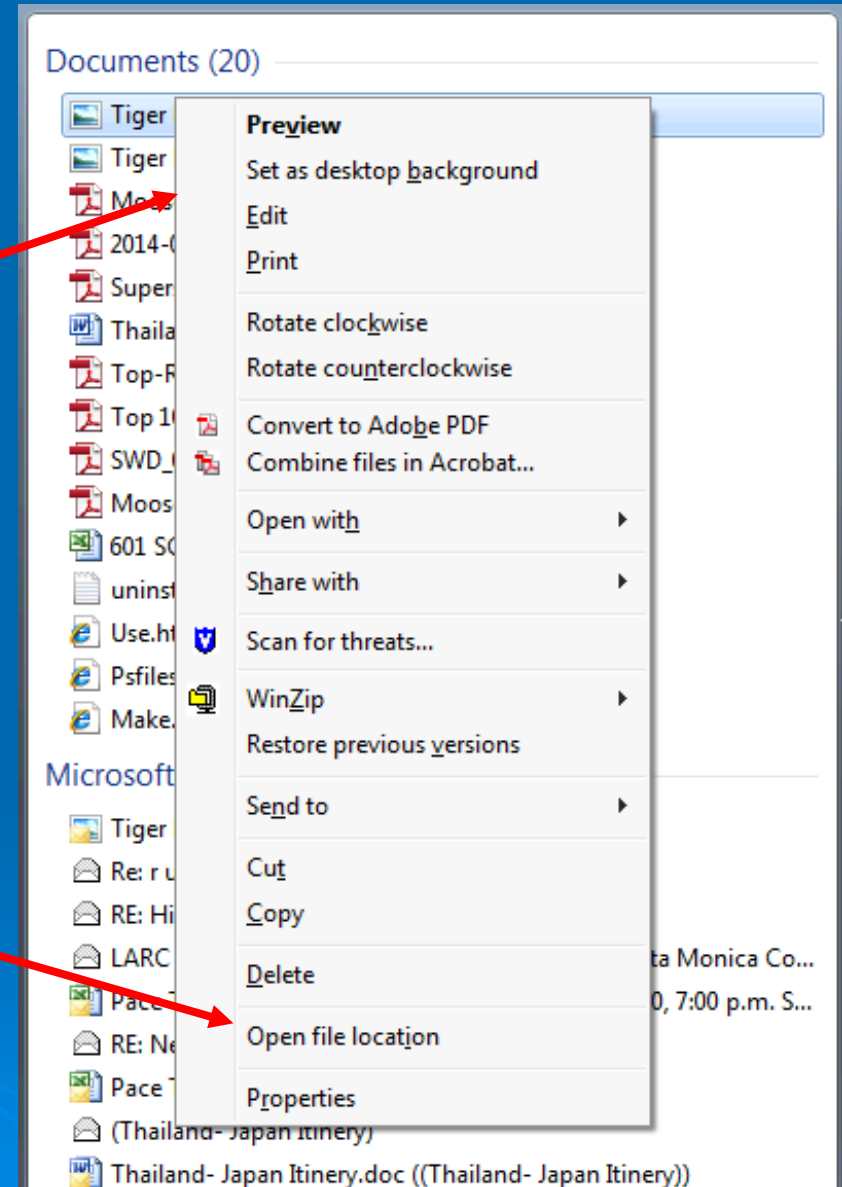
1) "Tiger" entered in Search field



Find Files in Windows 7

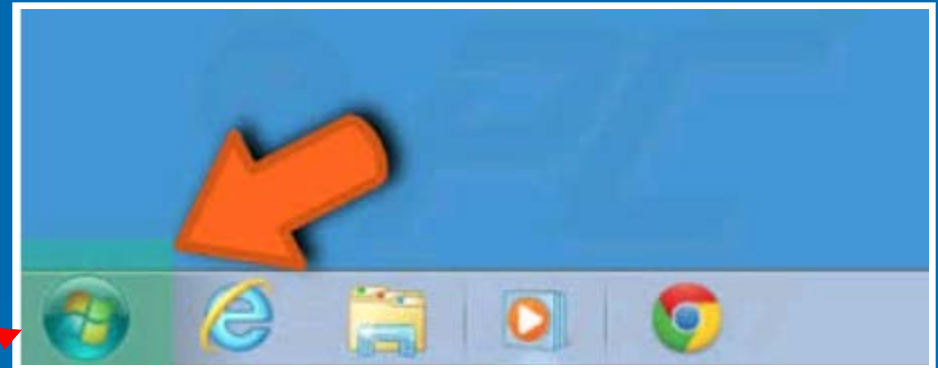
1) Contextual menu after Rt Clicking top "Tiger" file

2) To find where the Tiger file is located in your PC, click "Open File Location"

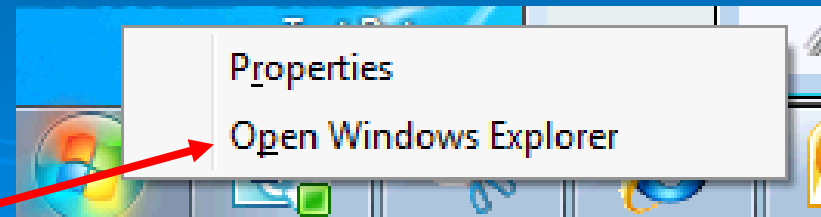


Find Files in Windows 7

- Less Easy, and more control
 - Rt-Click start button and select “Open Windows Explorer”



1) Rt-Click
Start Button

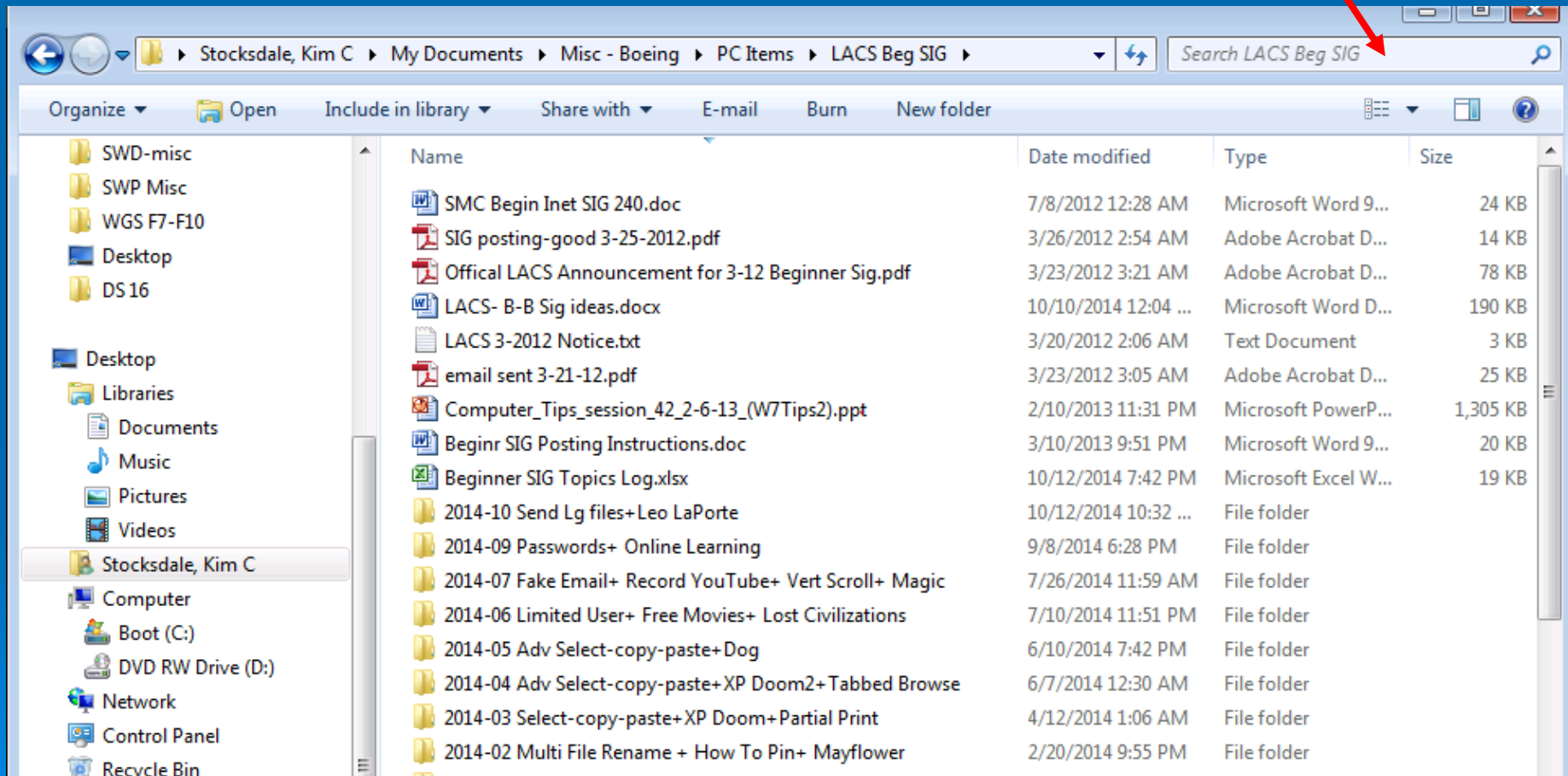


2) Select “Open
Windows Explorer”

Cont....

Find Files in Windows 7

Select within Explorer folder using Search box in upper right of window

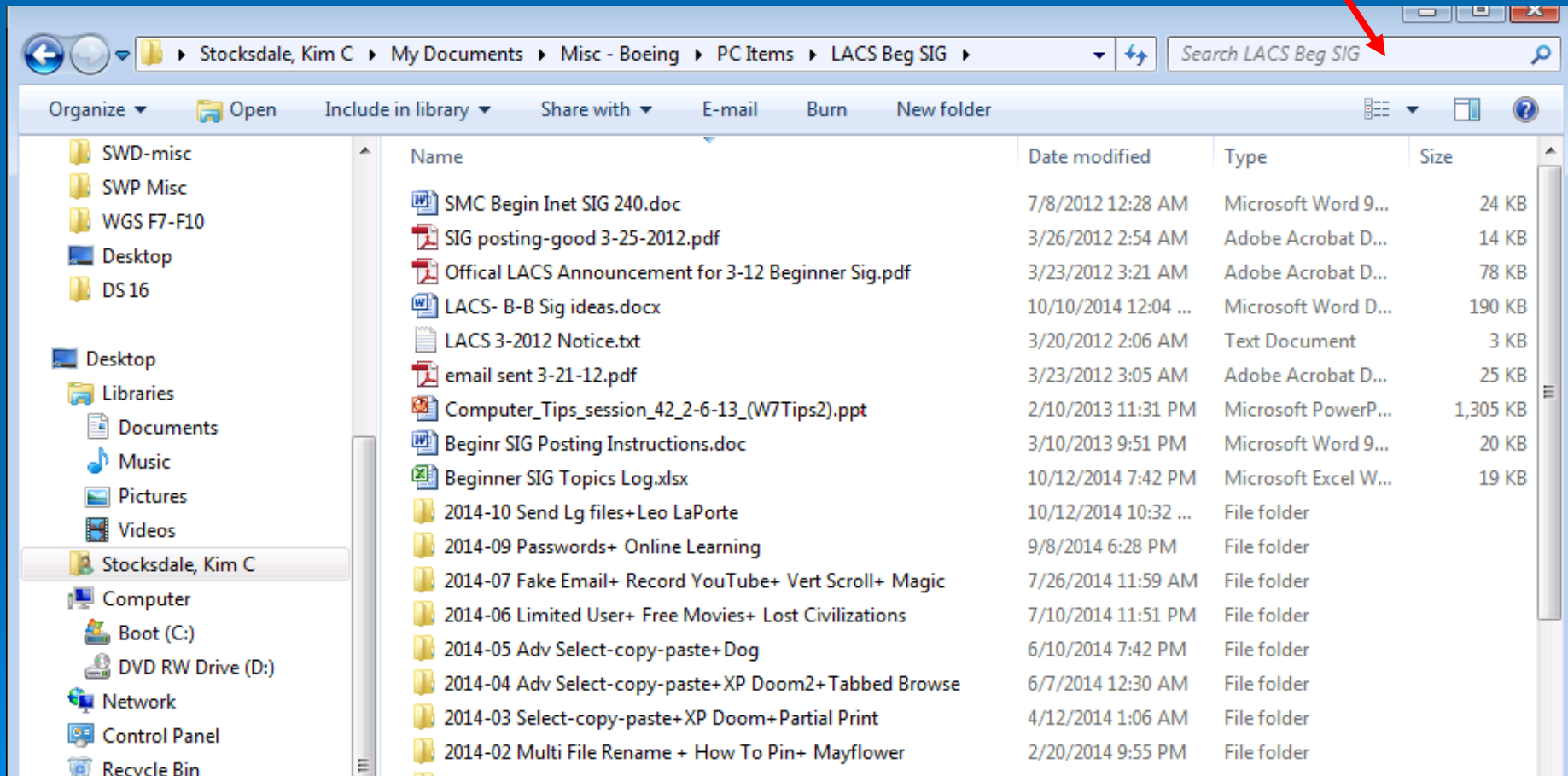


Cont....

Find Files in Windows 7

Select within Explorer folder using Search box field in upper right of window.

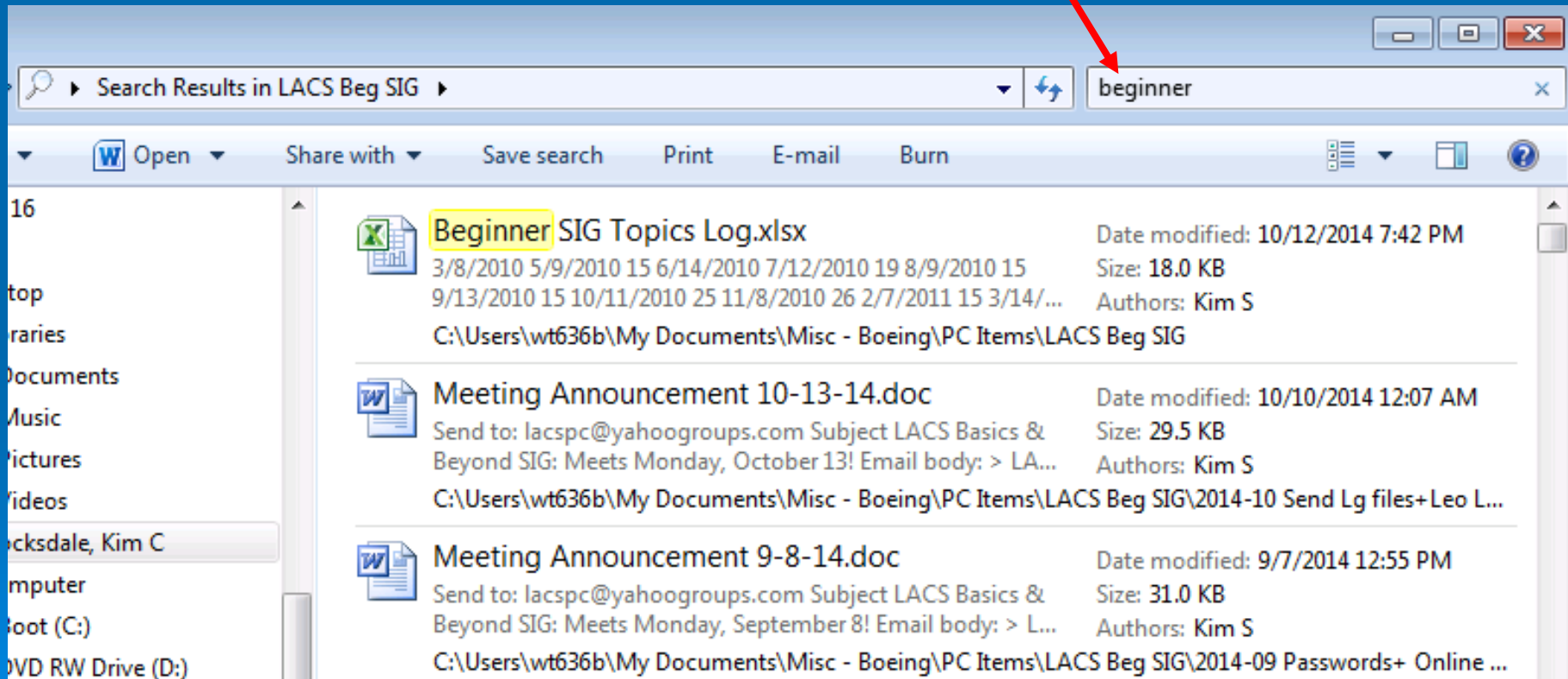
Enter “beginner” then....



Cont....

Find Files in Windows 7

As you are typing “beginner,” Windows immediately starts finding files that contain the search word in the file title and the file contents

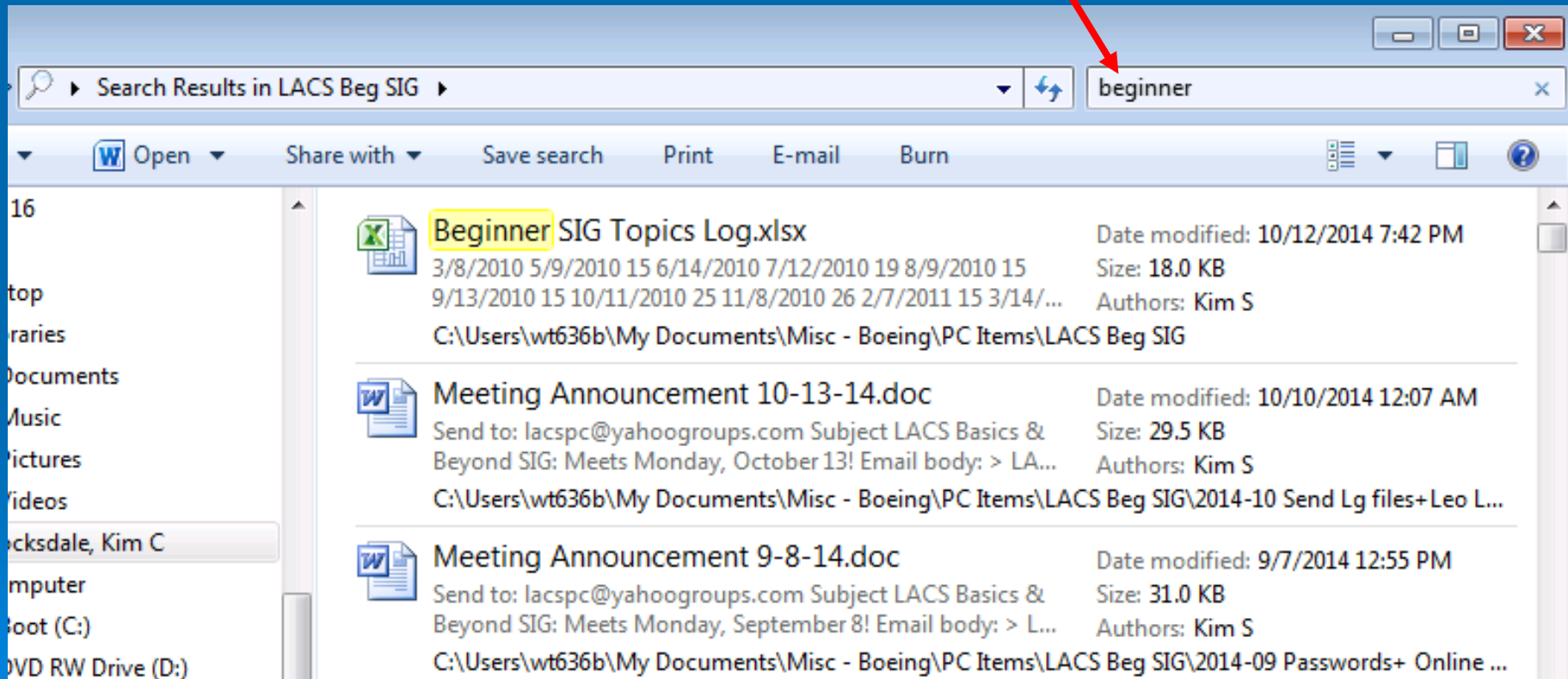


Cont....

Find Files in Windows 7

As you are typing “beginner,” Windows immediately starts finding files that contain the search word in the file title and the file contents

And if you click the word “beginner” then you get more options...

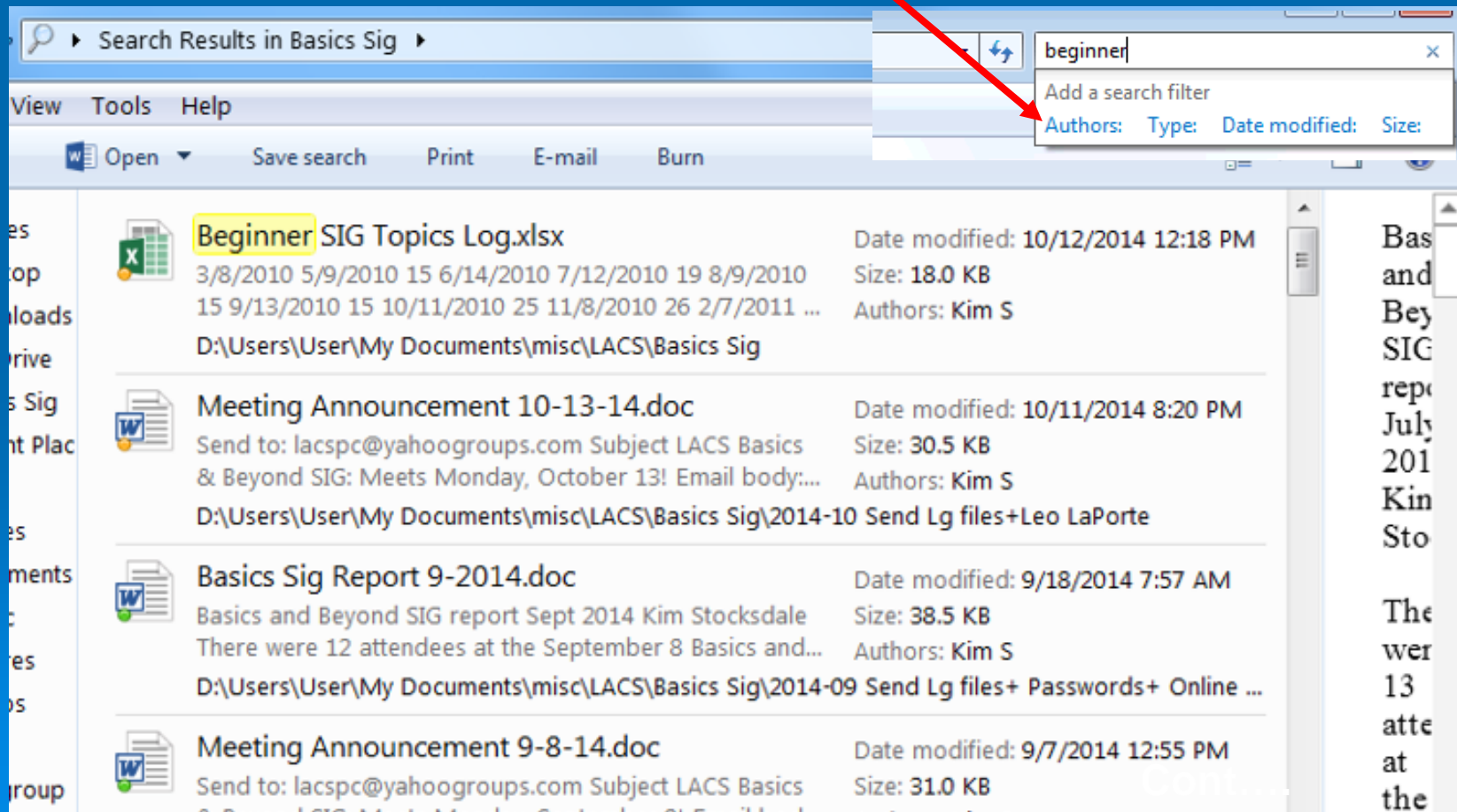


Cont....

Find Files in Windows 7

When you click the word “beginner” then you get 4 more options...

Search by:
Authors, Type, Date modified, Size



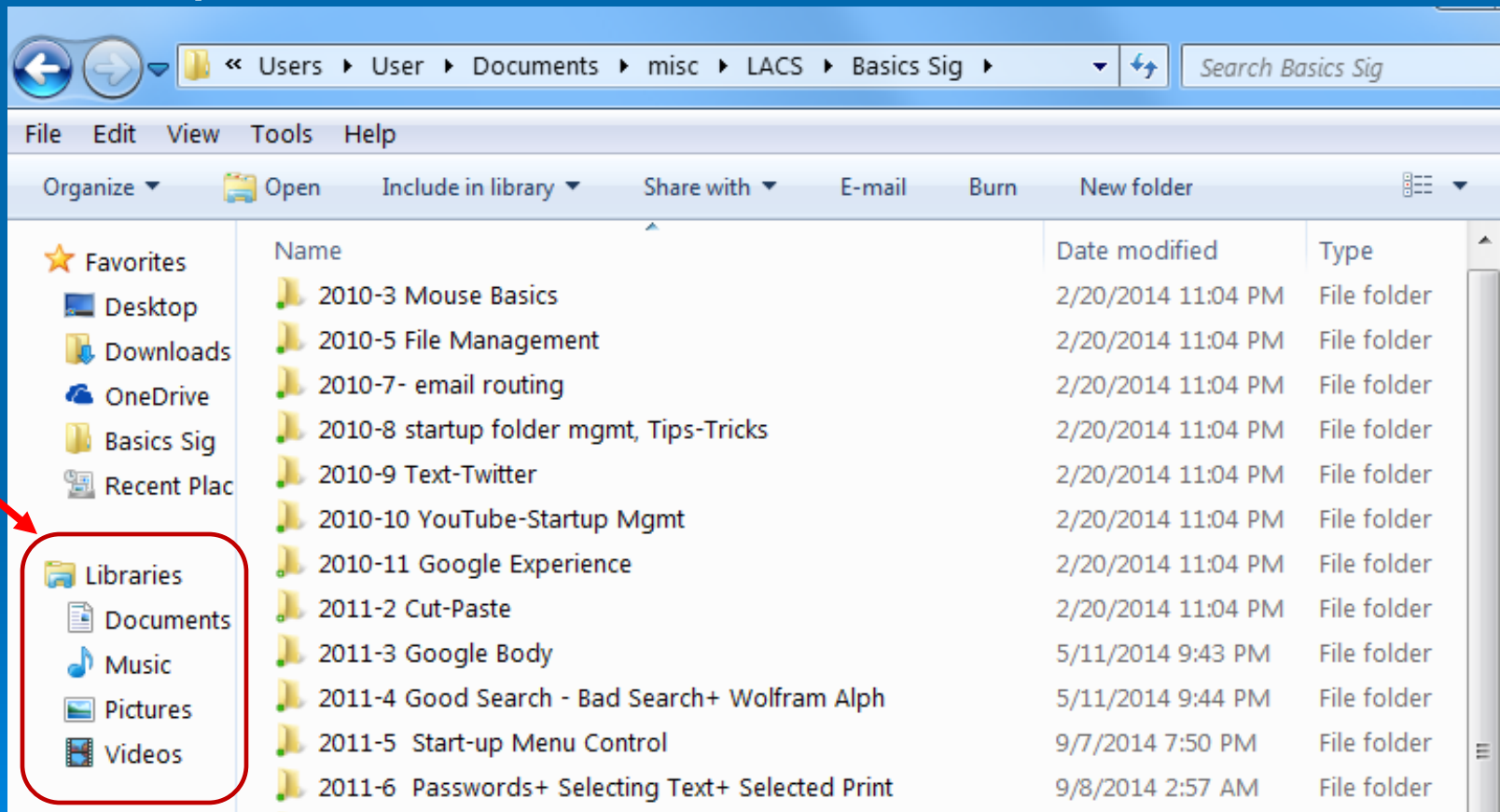
The screenshot shows a Windows 7 search window titled "Search Results in Basics Sig". The search term "beginner" is entered in the search box. A dropdown menu is open, showing the search filters: "Add a search filter", "Authors:", "Type:", "Date modified:", and "Size:". A red arrow points from the text "Search by: Authors, Type, Date modified, Size" to the "Authors:" option in the dropdown menu.

File Name	Date modified	Size	Authors
Beginner SIG Topics Log.xlsx	10/12/2014 12:18 PM	18.0 KB	Kim S
Meeting Announcement 10-13-14.doc	10/11/2014 8:20 PM	30.5 KB	Kim S
Basics Sig Report 9-2014.doc	9/18/2014 7:57 AM	38.5 KB	Kim S
Meeting Announcement 9-8-14.doc	9/7/2014 12:55 PM	31.0 KB	Kim S

Find Files in Windows 7

➤ Advanced Find

- Use the “Libraries” feature to view categories of files/ photos/ videos/ music.



Libraries

Microsoft Advanced find Tutorial

Google Maps and the Smarty Pin Game

➤ www.smartypins.withgoogle.com

- Start Game with 1000 miles
- Questions are in the form of a city. Drag the pin to the correct city
- A wrong city reduces your 1000 miles by the distance to the correct city.
- Goal: answer as many questions before running out of miles.
- Hint: to drop the pin on the correct city, best to zoom in on the map (ctrl-scrollwheel)

